

Procedure for Registration

Registration and Fee Payment

To be registered graduate students must pay or make arrangements to pay all fees by the established deadline each term (refer to the Fees **Refund** Schedule on the Office of the Registrar website).

Refunds

Fee refunds will be made on a pro rata basis to students who have completed all of their degree requirements, withdraw, or are required to withdraw before the end of a term. Detailed information on graduate tuition refunds is available on the Office of the Registrar's website.

Scholarships received from SGPS are also subject to pro-rating. Contact SGPS for details.

Enrolling in an Interdisciplinary Combined PhD Option

- It is recommended that the Home Program consult with an Associate Vice-Provost in SGPS prior to initiating the enrollment process.
- The student is accepted first into a “Home Program” and then applies for **requests** admission to the “Partnering Program”. The Home Program contacts the School of Graduate and Postdoctoral Studies (SGPS) and completes the Interdisciplinary Combined PhD Agreement form (see Appendix A). This should be completed prior to the student’s first term of registration but no later than two terms into the student’s registration in the Home Program. **ideally before the beginning but no later than by the second term after beginning in the “Home Program”.**
- The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.
- Following completion and approval of the “Interdisciplinary Combined PhD Degree Agreement” and admission to the Partnering Program, the student is transferred into the **Interdisciplinary Combined PhD Degree Program.** **combined degree program.**

- ~~Normally the Interdisciplinary Combined PhD Agreement will be completed prior to the student's first term of registration but no later than two terms into the student's registration in the Home Program.~~

APPENDIX A
Interdisciplinary Combined PhD Degree Agreement Form
(a link to this form is available on the SGPS website)

	Home Program	Partnering Program	Interdisciplinary Combined Program
Student Name:			
Supervisor(s):			
Supervisory committee members:			
Course and milestone requirements:			
Comprehensive examination(s) / Qualifying Examination milestones:			
Additional program requirements:			
Thesis topic:			
Funding Details:			

APPROVALS:

Student			
	Student: Name	Student: Signature	Date
Home Program			
	Supervisor: Name	Supervisor: Signature	Date
Home Program			

	Graduate Chair: Name	Graduate Chair: Signature	Date
Partnering Program			
	Supervisor: Name	Supervisor: Signature	Date
Partnering Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Home Program			
	Associate Dean- Graduate: Name	Associate Dean- Graduate: Signature	Date
Partnering Program (if in a Faculty different from Home)			
	Associate Dean- Graduate: Name	Associate Dean- Graduate: Signature	Date
SGPS			
	Vice-Provost: Name	Vice-Provost: Signature	Date

Leave of Absence

Financial Benefits:

- Graduate students may qualify for pregnancy/parental benefits such as paid pregnancy/parental leave or sick leave if they are employed as Graduate Teaching Assistants (GTA); consult the GTA Collective Agreement for further information.
- Graduate Students who are awarded funding through an external agency e.g. Tri-Agency (Research Grant or External Scholarship), OGS etc. may be entitled to certain benefits and should check with the particular granting agency for further information.

Service Benefits:

- Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.
- Graduate students while on leave may opt into Campus Recreation Services.
- Graduate students will retain email and library privileges.
- Student Health Services are available to those on leave.

- Graduate students on medical leave can retain bus pass service. Contact the Society of Graduate Students for more information.
- During a Compassionate leave international students can opt into UHIP for up to four months.